



STATE OF MICHIGAN  
**Family  
Independence  
Agency**

## Memo

---

235 S. Grand Avenue  
Lansing, MI 48909  
www.mfia.state.mi.us

**Office of Internal Audit**

Tel: 517 373-8770  
Fax: 517 373-8771

To: **Denise Chambers, Director**  
**Genesee County FIA**

Date: **November 14, 2001**

From: **Rita Barker, Director**  
**Office of Internal Audit**

Subject: **Audit of Juvenile Justice Casefiles**  
**October 1, 2000 through October 22, 2001**  
**Audit # 2002-028**

The Office of Internal Audit performed an audit of Genesee County FIA Juvenile Justice casefiles for youth in community based placements in Genesee County as of October 22, 2001. We selected a sample of 26 cases, and reviewed the casefiles to determine if they contained the required documentation and information. Our audit was conducted in accordance with Standards for the Professional Practice of Internal Auditing, issued by the Institute of Internal Auditors.

For cases that were adjudicated in Michigan, we tested to determine if the file contained a court order that directed or allowed FIA to place the youth in a community based program, and that the file contained an initial service plan that was completed within 30 days of the date Genesee County FIA accepted the youth for placement, and quarterly updated service plans.

For youth that were adjudicated in other states and subsequently placed with relatives in Michigan under the supervision of Genesee County FIA, we tested to determine if Genesee County FIA staff inspected the home where the youth was placed and made follow-up contact with the youth and/or the family at least quarterly, and documented the contacts in the casefile.

Based on our audit, we concluded that all 26 casefiles contained all of the required documentation and information, and that all initial and updated service plans were completed on a timely basis.

We thank your staff for their cooperation during our audit.